



Financial Management Department
Purchasing Division
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DATE: January 25, 2016

TO: ALL INTERESTED PROPOSERS

REFERENCE: REQUEST FOR PROPOSAL No. 16-0759CP, Professional Environmental Engineering Services

ADDENDUM No. 2

Proposers are hereby notified that this Addendum shall be acknowledged within their proposal and shall be made a part of the above named Request for Proposal documents as if contained within the original.

The following items are issued to add to, modify, and clarify the Request for Proposals (RFP) documents. These items shall have the same force and effect as the original RFP documents. Proposals are to be submitted on the specified date, on or before the specified time and shall conform to the additions and revisions listed herein.

1. **Question:** Based on Addendum #1, please see our following question. Question and Answer #8 in Addendum No. 1 states that if sub-consultants are used, then the prime submitter must “detail the business entities, description of services provided, and responses in the same level of detail and tabbed order as instructed in the Request for Proposal for the Proposer.” Does this mean that for every sub-consultant, that sub-consultant must submit C.01 Minimum Qualifications, C.02 Administrative Submittal, and C.03 Information to be Submitted Regarding Proposer(s) (including C.03.1 – C.03.12)?

Answer: Yes

2. **Question:** May a consultant submit a proposal to provide a selection of the services requested in the General Scope of Services (B.02) and Specific Services (B.03)?

Answer: Yes.

3. **Question:** Does the County require separate or combined proposals from both the prime consultant and proposed team sub-consultants in order to satisfy the minimum qualifications submittal requirement detailed in Section C.01 (page 12) of the RFP? Additionally, will both the prime consultant and all sub-consultants be required to submit tabbed proposals providing all information required in Sections C.01 through C.03?

Answer: Please refer to response to Question 1 above.

4. **Question:** How many contracts will the County award to provide these services?

Answer: Please refer to response to Question 3 on Addendum No. 1 issued on January 19, 2016.

5. **Question:** What is the term length of the contract?

Answer: The contract will be for an initial term of one-year with four possible one-year renewals.

6. **Question:** Is there an incumbent providing these or similar services under an existing contract?

Answer: Please refer to response to Question 2 on Addendum No. 1 issued on January 19, 2016.

7. **Question:** In Section C.01 Minimum Experience to be considered, item c refers to “Names and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked”. Item c seems to be asking the same as Item d (Governmental agency) or is it asking for client info? Client info appears to be requested in Item a. Can you clarify this statement?

Answer: Item c is for any client references. Item d is for specific governmental agency references.

8. **Question:** In Section B.02 General Scope of Services (p.9) of the above-referenced RFP, item A refers to “Asbestos consultation, abatement and monitoring.” Is the “abatement” in this section referring to services performed by an abatement contractor (i.e. the physical removal of asbestos-containing materials) or the engineering associated with the abatement (i.e. monitoring, indoor air quality, etc)?

Answer: It includes the engineering associated with the abatement including but not limited to the testing, diagnosis, monitoring, etc. but does not include the physical removal of asbestos-containing material. That will be performed by a contractor independent of the engineer. The engineer will monitor and oversee the removal.

9. **Question:** What is the insurance requirements if selected for this request?

Answer: The successful proposer will be required to carry Commercial General Liability, Automobile Liability, Worker’s Compensation and Professional Liability coverage.

All other terms and conditions of Request for Proposal 16-0759CP remain unchanged.

Proposals will be received until **January 28, 2016 at 4:00 P.M.** in the Purchasing Division Conference Room, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals will be opened on the date stated.

Sincerely,



Christine M. Pearson
Contracts Negotiator
MANATEE COUNTY GOVERNMENT

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